



JUDICIAL COUNCIL OF CALIFORNIA

REQUIREMENTS FOR APPROVAL AND CREDIT FOR CONTINUING EDUCATION ACTIVITIES (Effective April 1, 2002)

1.0 DEFINITION OF TERMS

- 1.1 *Provider* is defined as an individual, partnership, corporation, association, organization, educational institution, or government agency approved by the Court Interpreters Advisory Panel (CIAP) to provide Court Interpreter Minimum Continuing Education courses to interpreters.
- 1.2 *Applicant* is defined as any provider seeking approval from the CIAP to offer a continuing education activity or any interpreter seeking credit from the CIAP for attending a continuing education activity. (See also section 3.3.2 of the *Compliance Requirements for Certified Court Interpreters and Registered Interpreters of Nondesignated Languages*, regarding the eligibility of instructors to receive credit for specified Court Interpreter Minimum Continuing Education activities.)
- 1.3 *Court Interpreter Minimum Continuing Education (CIMCE)* refers to the educational activities in which court interpreters participate to improve their professional knowledge, skills, and abilities in satisfaction of one of the requirements for maintaining certification. The instruction may be directly related to the act of interpreting or may cover the subject areas, types of cases, or terminology dealt with by court interpreters, such as legal concepts, criminal investigation, weapons, sex offenses, domestic violence, and slang (See Appendix A). The courses of study may be short-term (such as a day, evening, or weekend workshop) or long-term (a one-semester or one-quarter course or a sequence of courses offered at an educational institution).
- 1.4 An *approved continuing education activity* is a course, a workshop, a lecture, a field trip, or other educational activity that has been approved by the CIAP as fulfilling the continuing education requirement for certified and registered court interpreters.

2.0 APPLICATION PROCEDURES

- 2.1 All applicants, except for those qualifying for the multi-workshop conference described in section 8.0, must submit the following:
- A. A completed and signed CIAP application form.
 - B. A course outline in English and the approximate amount of time spent on each topic.
 - C. A Statement of Qualifications of instructors written in English for each instructor. This can be a list of academic and professional achievements, résumé, or brief biographical profile that validates an instructor's qualifications. The Statement of Qualifications of an instructor of a previously approved activity will be kept on file and need not be resubmitted unless there has been a change or addition in the instructor's qualifications.
 - D. A nonrefundable application fee of \$25 per activity, not to exceed \$200 for multiple activities. The application fee is waived for public colleges or universities and courts offering approved continuing education activities.
- 2.2 Eight copies of the application, course outline, Statement of Qualifications of each instructor, and promotional materials (if available at the time of the application) must be submitted. Incomplete submissions will be returned.
- 2.3 Applications for approval of continuing education activities may be approved retroactively at the discretion of the CIAP.
- 2.4 Six hours is the maximum number of CIMCE credits that can be earned per day.
- 2.5 A single approved activity may be offered on more than one occasion or at more than one location without submission of a new application for approval, provided that no substantive changes are made in the activity content, hours, or faculty.
- 2.6 Applications from providers will be approved for one year, subject to the review by the CIAP.
- 2.7 A provider of an approved CIMCE course may renew CIAP approval for an additional year by either filing an application on the form provided by the CIAP or by submitting a letter stating that there has been no change in course content, hours, or faculty. The provider must pay a nonrefundable application renewal fee of \$25 per activity, not to exceed \$200 for multiple activities.

3.0 APPROVAL PROCESS OF CONTINUING EDUCATION ACTIVITIES

- 3.1 The CIAP has appointed a Continuing Education Approval Subcommittee (subcommittee), which meets regularly to consider applications for approval.
- 3.2 The subcommittee will review and approve applications for CIMCE credit monthly, as indicated in the Continuing Education Approval Subcommittee's annual review schedule (Appendix B).
- 3.3 Applications must be received by the monthly due date in order to be reviewed that month. Applications received after the monthly due date will be held until the next month.
- 3.4 Requests for expedited approval will be considered only if staff of the Administrative Office of the Courts (AOC), Court Interpreters Program, so recommends or as the subcommittee deems appropriate.
- 3.5 The subcommittee must notify an applicant of its decision within 60 days of receipt of all items required in section 2.1. The notice of an approved application must include a CIMCE number, which will be assigned for the specific activity that has been approved.
- 3.6 Approval of a continuing education activity is nontransferable. In the case of an attendee, only the applicant-attendee may claim the CIMCE number assigned to the continuing education activity that he or she attended.

4.0 INSTRUCTOR QUALIFICATIONS

- 4.1 An instructor teaching an approved continuing education activity must submit proof of the following minimum qualifications:
 - 4.1.1 An instructor of an interpreting course must:
 - A. Have at least a bachelor's degree from a U.S. university or equivalent degree from a foreign university;
 - B. Have at least five years' experience in courtroom or conference interpreting; and
 - C. Possess California or federal court interpreter certification or valid certification from another country.
 - 4.1.2 An instructor of a translation course must:
 - A. Have at least a bachelor's degree from a U.S. university or the equivalent degree from a foreign university;
 - B. Have at least five years' experience as a professional translator; and
 - C. Possess credentials from a CIAP-recognized professional

translators association, a university degree in translation, or valid credentials as a translator from another country.

4.1.3 An instructor of any other course must:

- A. Possess the necessary credentials to practice his or her profession or trade (an academic degree, license, certificate, etc.);
- B. Have at least five years' experience in that profession or trade; and
- C. Have experience teaching the course in question.

- 4.2 The CIAP may waive the degree requirement for exceptional individuals who do not possess a formal academic degree but who meet all other requirements. Requests for exceptions will be examined on a case-by-case basis. Particular consideration will be given to the topic of the continuing education activity (for example, the presenter of a workshop on street slang may not be required to possess academic or professional credentials).

5.0 PROVIDER RESPONSIBILITIES

- 5.1 The provider of an approved continuing education activity must have a written and published policy, available to the CIAP upon request, containing information on (1) refunds in case of nonattendance, (2) the time period for the return of fees, and (3) notification of activity cancellation.

- 5.2 The provider of an approved continuing education activity must keep the following records for a period of three years after the activity concludes and furnish them upon request at no cost to the CIAP:

- A. A course outline or syllabus;
- B. A record of the date(s) and location(s) of the activity;
- C. A Statement of Qualifications of each instructor;
- D. The full name and certification or registration number of each interpreter participating in the activity;
- E. A roster of attendance with the participants' full names, signatures, and certification or registration numbers; and
- F. A copy of the attendance verification document issued to the participants.

- 5.3 The provider of an approved continuing education activity must notify the CIAP of any change in its location, organizational structure, personnel responsible for continuing education activities, including name and address changes, within 30 days after the change.

- 5.4 The provider must establish a system whereby participants are required to sign in at the beginning of the activity and sign out at the end of it.

- 5.5 Within 60 days of the completion of an approved continuing education activity, the provider must issue a document to each participant to verify attendance. The document may be a letter, a grade slip, a transcript, or a certificate of completion. A certificate of completion must not contain language that could be construed as constituting interpreter certification. All documents must contain the following:
- A. The name of the student and his or her certification or registration number or other identification number;
 - B. The course title and CIMCE number;
 - C. The provider's name and address;
 - D. The number of continuing education contact hours; and
 - E. The signature or seal of the instructor and/or the provider.
- 5.6 The provider of an approved continuing education activity must distribute to the participants in each approved continuing education activity a continuing education evaluation form that meets CIAP specifications. The provider must collect completed evaluation forms and retain them for at least three years after the activity for submission to the CIAP upon the latter's request.
- 5.7 The provider must accept full responsibility for adhering to these requirements for each activity offered, including, but not limited to, the following:
- A. Record keeping;
 - B. Advertising and publicity;
 - C. Issuance of attendance verification; and
 - D. Instructor qualifications.
- 5.8 For purposes of monitoring compliance with these requirements, the CIAP may audit the records of a provider, request copies of pertinent documents, or send a representative to attend any approved continuing education activity at no charge. The representative must show documentation identifying himself or herself as a member of the CIAP.
- 6.0 CONTINUING EDUCATION CREDIT**
- 6.1 CIMCE credit will be granted on the following basis:
- A. Each hour of activity will be counted as 1 hour of CIMCE credit (maximum 6 hours per day).
 - B. One academic quarter unit is equal to 10 CIMCE hours.
 - C. One academic semester unit is equal to 15 CIMCE hours.
- 6.2 CIMCE credit is approved at a minimum of 1 hour, thereafter measured in half-hour increments and rounded down. The maximum number of CIMCE credit approved is 6 hours per day.

- 6.3 To receive credit, an attendee must attend the entire activity encompassed by its CIMCE number.

7.0 PROMOTIONAL MATERIALS

- 7.1 The term *approved continuing education activity* or any similar phrase must not be used in promotional materials for any educational activity unless approval for CIMCE has been granted by the CIAP.
- 7.2 If an application for approval is pending, promotional materials must contain the statement: "Application has been submitted to the Judicial Council Court Interpreters Advisory Panel for Court Interpreter Minimum Continuing Education credit." Any materials that do not contain this statement will be considered in noncompliance with these requirements, and the application will be denied.
- 7.3 All promotional materials distributed expressly to publicize approved continuing education activities must contain the statement: "Application has been approved by the Judicial Council Court Interpreters Advisory Panel Court Interpreter Minimum Continuing Education credit."
- 7.4 The provider of an approved continuing education activity must indicate in the promotional materials the nature of the activity, the time devoted to each topic, and the names and qualifications of the instructor(s).

8.0 PROVIDERS OF MULTI-WORKSHOP CONFERENCES

- 8.1 In the case of a conference at which multiple continuing education activities will take place, the sponsoring entity or the attendee may submit the following:
- A. A single application for all workshops;
 - B. A single application for all workshops occurring on the same day;
 - C. A single application for specific workshops occurring during the conference; or
 - D. A single application for each individual workshop.
- 8.2 Applications may be signed either by an individual in an official capacity with the sponsoring entity or by an attendee.
- 8.3 A nonrefundable application fee of \$25 per workshop, not to exceed \$200 must be submitted.
- 8.4 Eight copies of the application and conference program must be submitted. Incomplete submissions will be returned.

- 8.5 Six hours is the maximum number of CIMCE credits that can be earned per day.
- 8.6 The sponsoring entity may apply to renew CIAP approval for an additional year by (1) either submitting an application form or by submitting a letter stating that there has been no change to any of the workshops, hours, or faculty and (2) paying a nonrefundable application renewal fee as required in section 2.7.

9.0 DISTANCE LEARNING PROVIDERS

- 9.1 *Distance learning* is defined as a formal educational process in which the majority of the instruction occurs when the student and instructor are not in the same place. Distance education includes correspondence study by U.S. mail, e-mail, the Internet, telephone, videoconferencing, and satellite broadcasts.
- 9.2 Distance learning courses and workshops should be designed to maintain and improve interpreting and translating skills, and expand an interpreter's vocabulary in areas including, but not limited to, forensic, scientific, medical, drug, slang, and legal terminology.
- 9.3 The medium by which a distance learning course or workshop is delivered must be deemed appropriate to the nature and objectives of the course or workshop by the CIAP.
- 9.4 The provider of a distance learning course or workshop must, in addition to the requirements stated in section 5.0
 - A. Make course texts and teaching materials available to the CIAP upon request for three years.
 - B. Inform interested students of the specific technology required for participation.
 - C. Be available to students in person or by phone or e-mail, if necessary, during the course or workshop.
 - D. Establish a system that provides proof of full attendance and completion within the parameters of the medium.
- 9.5 A provider of a distance learning course or workshop will be subject to audits and monitoring by the CIAP on a regular basis.

***Excerpt from* COMPLIANCE REQUIREMENTS
FOR CERTIFIED COURT INTERPRETERS AND
REGISTERED INTERPRETERS OF NONDESIGNATED LANGUAGES**

- 3.3.2 Self-study credit for teaching a CIMCE-approved activity is computed at the rate of 3 hours' preparation time for each hour of instruction.

Example: If you give a 1 hour presentation, you will receive 3 hours of self-study credit for preparation and 1 hour of CIMCE credit for presentation, equaling 4 hours.

Appendix A

Suggested Course Topics for Continuing Education

1. Interpreting Skills:

consecutive interpreting (memory, listening, note taking)
 simultaneous interpreting (arraignments, motions, sentencing, expert witness testimony, etc.)
 sight translation (legal documents, witness statements, police reports, etc.)
 theory of interpreting

2. Terminology:

legal terms	forensic pathology
street slang	criminalistics
law enforcement jargon	fingerprints
weapons and ballistics	DNA fingerprinting
Drugs	medical terms
Gangs	drug and alcohol testing
sex offenses	juvenile proceedings
Tools	civil law
automotive terms	family law
Regionalisms	real estate
false cognates	financial and banking terms
business terms	maritime terms

3. Translation:

personal legal documents	contracts
medical reports	bidding specifications
business correspondence	legislation
works of literature	court decisions
technical documents	financial documents
theory of translation	

4. Tape transcription

5. Language skills:

Grammar	etymology, philosophy
style and composition	public speaking
Literature	vocabulary-building
speed reading	creative writing
accent elimination	linguistics

6. The law:

comparative legal systems	administration of justice
criminal procedure	criminal investigation
sentencing procedures	juvenile justice
probation/parole	family law
Contracts	Torts
Courses offered by a law school	

7. Professional issues:

stress management	improvisation techniques
voice protection	speech pathology
court interpreter ethics	

8. Cultural awareness:

intercultural communication	comparative cultures
cultural anthropology	folk medicine
comparative religions	sociology

Appendix B

COURT INTERPRETERS ADVISORY PANEL CONTINUING EDUCATION APPROVAL SUBCOMMITTEE

2002 REVIEW SCHEDULE

Month	Applications Due	Packet Mailed to Subcommittee	Ballot Due from Subcommittee	Conference Call Date (if necessary)
January	January 4, 2002	January 11, 2002	January 22, 2002*	January 23, 2002
February	February 1, 2002	February 8, 2002	February 19, 2002*	February 20, 2002
March	March 1, 2002	March 8, 2002	March 18, 2002	March 20, 2002
April	April 5, 2002	April 12, 2002	April 22, 2002	April 24, 2002
May	May 3, 2002	May 10, 2002	May 20, 2002	May 22, 2002
June	June 7, 2002	June 14, 2002	June 24, 2002	June 26, 2002
July	July 5, 2002	July 12, 2002	July 22, 2002	July 24, 2002
August	August 2, 2002	August 9, 2002	August 19, 2002	August 21, 2002
September	September 6, 2002	September 13, 2002	September 23, 2002	September 25, 2002
October	October 4, 2002	October 11, 2002	October 21, 2002	October 23, 2002
November	November 1, 2002	November 8, 2002	November 18, 2002	November 20, 2002
December	December 2, 2002*	December 6, 2002*	December 16, 2002*	December 18, 2002*

Applications due: First Friday of each month

Packets Mailed to Subcommittee: Second Friday of each month

Conference Calls: Wednesdays

* Regular day changed to accommodate holiday